



CAULFIELD PRIMARY SCHOOL

ATTENDANCE POLICY

POLICY NO. 1.13

Rationale:

- Regular school attendance enables students to maximise their full educational potential and to actively participate and engage in their learning. It is important that children develop habits of regular attendance at an early age. Students who are regularly absent from school are at risk of missing out on fundamental aspects of their educational and social development.
- The *Education and Training Reform Act 2006* sets out basic legal requirements for attendance. In Victoria, young people between six and 17 years of age must be enrolled in a registered school or registered for home schooling in accordance with the Act and the *Education and Training Reform Regulations 2007*.

Shared expectations for attendance:

Parents/carers are required to:

- Ensure that their child attends school at all times when the school is open for instruction.
- Promote and provide organisational support to their child for full attendance and participation at school on all designated school days.
- Ensure that their child is on time for school each day.
- Notify the school of their child's absence as soon as possible on the first day of the child's absence.
- Notify the school at least 48 hours in advance if an absence of any period is planned.
- Work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school.
- Work cooperatively with the school in supporting the child to return to school and reintegrate after prolonged absence.
- Ensure that contact details for the child are correct and up to date.

Students are expected to:

- Attend school at all times when the school is open for instruction.
- Arrive on time to school and to every class.
- Provide a verbal or written explanation from their parents/carers to their teachers when they have been absent from school.
- Remain on the school premises during school time unless they have the permission to leave from both the school and their parents/carers.

- Work cooperatively with the school to develop personal attendance improvement goals and strategies when their attendance has been inconsistent.

The school is expected to:

- Promote student attendance through clear statements of expectations and procedures.
- Ensure that student attendance is recorded every morning and every afternoon.
- Maintain accurate attendance records on CASES21 using appropriate codes.
- Ensure the prompt processing of student transfers by immediately contacting the student's transferring school upon the student's enrolment at their new school.
- Ensure appropriate schoolwork is provided for students for periods of planned absence if requested by parents.
- Monitor and follow up all individual cases of student absence promptly and consistently.
- Pursue and record an explanation for every absence.

When attendance is unsatisfactory:

- Parents/carers must provide a satisfactory explanation for a student's absence within three days of the initial absence. If an explanation is not provided or the explanation provided is deemed unsatisfactory by the school, direct contact must be made with the parents/carers.
- If a satisfactory explanation is provided the accurate cause of absence must be recorded and entered into CASES21. If no response or satisfactory explanation has been provided within 10 school days of the initial absence, the absence should be recorded as an unexplained absence in CASES21 and must also be noted in the student's file.
- When a student's attendance pattern is of concern to the school an attendance meeting with parents/carers and students should be convened by the principal and/ or the student's classroom teacher. The meeting should establish a shared understanding of accountability and strategies for improving the attendance of the student. Ideally, the student should be involved in the process of problem identification and improvement goal setting.
- For ongoing intensive support of students, a student support group should be convened by the principal and attended by relevant teachers, relevant school student service support staff, parents/carers and the student. Professionals from other agencies may also attend as appropriate with the permission of the parents/carers.
- The purposes of this meeting are to ensure that the parents/carers are aware of the absences and fully appreciate the educational implications for the student, identify the reasons for the student's absences and develop a Student Attendance Improvement Plan and/or an Individual Learning Plan.
- When a school feels that all strategies for addressing a student's unsatisfactory attendance have been exhausted, the regional office should be contacted to provide additional advice and support.

Date of approval: 2016	Date of review: 2019
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